



## Grant Writing Basics



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**The mission of the Kansas Arts Commission is to provide opportunities for the people of Kansas to experience, celebrate and value the arts throughout their lives.**



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**Serves artists, nonprofit organizations, schools and government agencies through grants to support the arts in communities.**

**Provides seminars, workshops and one-on-one consulting in business development, grantwriting, strategic planning, marketing and other areas of nonprofit arts management.**



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## Workshop Outline

- **Tips for Successful Grant Writing**
  - General introduction to grant writing basics
  - Strategies, practices and tips for KAC grants
- **KAC Grant Programs**



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## Before you start:



### Imagine

- Create a basic plan
- Make sure your program goals coincide with your organization's mission



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### Research

Start early

- Be certain the funder supports activities like yours
- Do not limit your funding search to one source.
- Look for a match between your project and the grants you seek by looking for consistency between the purpose and goals of your project and the funder.



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## Assistance

- Questions? Ask the funder for help
- The funder will answer questions regarding how to write an application, types of projects you might be competing against, and how the application will be evaluated.
- Ask for assistance, including a review of proposal drafts.



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## Narrative

### ***Tell Your Story!***

- Assume the reader knows nothing about your organization



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### Grant Writing Basics: Seven Tips for Successful Applications:

1. Read, understand and FOLLOW the directions
2. Don't rush; be certain the information is correct
3. Be concise, direct, and complete
4. Back up your claims
5. Check your math
6. Proofread - grammar and aesthetics matter
7. Submit on time!



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### Project Summary

- This is a vital part of the application.
- The vast majority of funding decisions by private donors and foundations will be made by the time the funder finishes reading this page.
- Make it concise, compelling and clear!
- It is best to do it last.



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### *Creating a Budget: Tips and Definitions*

#### **Funders use these factors to assess budgets:**

- Can the job be accomplished with this budget?
- Are costs reasonable for the market - or too high or low?



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#### **Funders ask these questions to assess budgets:**



- Is the budget consistent with proposed activities?
- Is there sufficient budget detail and explanation?



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### Budget Tips:

- Many funders provide mandatory budget forms that must be submitted with the proposal.
- List in-kind expenses and matching revenue.
- Be flexible about your budget in case the funder chooses to negotiate costs.



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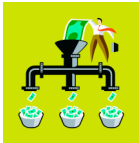
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### Budget Tips:



#### Be Project Specific!

If you are applying for support to hire a band to perform at a festival, your budget figures should reflect expenses and income related to the band.



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### Budget Tips:

#### • Understand the Categories

If a budget form is provided for you, make sure you understand the budget categories. They may be different than what you use.



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### Budget Tips:



- **Present Realistic Figures**  
Reviewers can tell if a figure is too high or even too low.
- **Check the Math**  
On your budget, make sure your figures add up. Expenses should equal income.




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### Budget definitions:

- **General Operating Expenses:**  
Costs of keeping an organization open and operating.
- **Cash vs. In-Kind Contributions:**  
**Cash** contributions are monetary contributions  
  
**In-Kind** contributions have value but are not monetary - they demonstrate community support  
  
*Examples:* donated products or equipment, donated volunteer services, donated office space or staff time.




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### Budget definitions:

- **Full-time Staff**  
A minimum of 30 hours per week.
- **Consultant/Contractor**  
Not an employee of the organization but paid a negotiated fee for advice & services.




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### *Completed Application:*

- ✓ Verify the checklist of required materials
- ✓ Proofread
- ✓ Proofread Again
- ✓ Submit on time



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**Due to a projected decrease in the Kansas Arts Commission's Fiscal Year 2010 budget, the KAC may not be able to offer some programs or fully fund its programs.**

**But apply anyway!**



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### **KAC Grant Programs**



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## Guideline Changes

### Definition of Urban Community

|             |           |
|-------------|-----------|
| Butler      | Riley     |
| Douglas     | Saline    |
| Johnson     | Shawnee   |
| Leavenworth | Sedgwick  |
| Reno        | Wyandotte |



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## Guideline Changes

### Capital Expenditure Allowance

The previous limit was \$500, now \$750 is the allowable limit for capital expenditures



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## Guideline Changes

### Nonprofit, tax-exempt organizations

**Clarification:** non-governmental applicants MUST be registered with the Internal Revenue Service as a 501(c)3 **AND** be incorporated in the State of Kansas **AND** be in good standing with the Secretary of State.



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## Guideline Changes

### Board of Directors' lists and financial statements

Depending on the grant program, applicants may not have to submit these documents more than once if they have submitted grants in other KAC grant programs.

Exception: Panel reviewed grant programs

**CHECK THE GUIDELINES CAREFULLY!**



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## Guideline Changes

### Board Members

CANNOT be compensated for their services through a KAC grant. This is NOT an allowable expense.



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## Types of KAC Grant Programs:

### **"First-Come, First-Served":**

- Awarded in the order applications arrive until funds for the grant program are depleted.

### **Panel Grants:**

- Reviewed and scored by a public panel.
  - Grants are awarded based on score, starting with the highest score and downwards, until funds in the program are depleted.

### **Formula Grant:**

- Based on a formula that takes into account the apportionment for the program and the projected expense budgets of the eligible applicants in the pool.



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### **“First-Come, First-Served” Grants:**

- Arts Infrastructure
- Kansas Arts On Tour Presenters
- Kansas Visual Arts Program
- Arts-In-Communities Mini Grants



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## **Arts Infrastructure Support Grants**



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### **Arts Infrastructure Support Grants**

*Provides funds up to: \$2000  
for professional and organizational development, training,  
systems, web-development, consultants etc.*

#### **Who Can Apply:**

- Incorporated nonprofit arts and cultural organizations
- Government arts agencies
- Arts institutions connected to colleges or universities with at least a three-year history of independent operations
- Non Arts Organizations with arts programming



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## Arts Infrastructure Support Grants

**Deadline:** February 5, 2009 – May 31, 2010,  
or until funds are expended.

Applications will not be accepted prior to  
February 5, 2009.



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## Guideline Changes

- KAC is no longer directly supporting  
incorporation expenses.



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## Kansas Arts on Tour



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## Kansas Arts on Tour Presenter Grants

*Provides 40% of a contracted Kansas Arts On Tour Roster Artist's fee,  
up to \$7500.*

*To support organizations presenting Kansas artists listed  
on the Kansas Arts On Tour Roster.*

### Who Can Apply:

- Nonprofit organizations
- Government agencies (including schools)

Find the roster on the KAC website at:

<http://arts.ks.gov>

- click on "PUBLICATIONS"



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## Kansas Arts on Tour Presenter Grants

**Deadline:** February 5, 2009 – May 31, 2010

Usually finished by June 2009!



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## Kansas Visual Arts Program Grants



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## Kansas Visual Arts Program Grants

*Provides funds up to \$1200, can receive + \$300 if artist presents public talk, demonstration or school presentation.*

To support exhibitions featuring Kansas artists.

### Who Can Apply:

- Arts and cultural organizations



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## Kansas Visual Arts Program Grants

**Deadline:** February 5, 2009 - May 31, 2010

Usually finished by June 2009!



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## Guideline Changes

- Full contact information for all artists is required. Artist's information will be used to confirm residency and be added to our database



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## Arts-in-Communities Project Mini-Grants



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## Arts-in-Communities Project Mini-Grants

*Provides funds up to: \$2000  
To enhance arts and cultural development originating from local  
community initiatives and small budget and emerging arts organizations.*

### Who Can Apply:

- Nonprofit organizations that do not have the arts and culture as their primary mission
- Arts projects organized through a fiscal sponsor
- Government agencies
- Emerging arts organizations



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## Arts-in-Communities Project Mini-Grants

**Deadline:** February 5, 2009 – May 31, 2010

Usually finished by June 2009!



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## Guideline Changes

- 100-word project summary



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## Panel Grant Programs

### •Arts-In-Communities Project Grants

#### •Artist Fellowships:

*Master Fellowship*

*Mid Career Fellowship*

*Emerging Artist Award*

#### •Arts-in Education:

*Arts In Education - Arts Organizations*

*Youth At Risk*

*Arts-Based Early Education*



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## Arts-in-Communities Project Grants

*Provides funds up to: \$8000*

*To encourage and expand access to innovative arts experiences and collaboration within communities.*

#### Who Can Apply:

- Nonprofit organizations that do not have the arts and culture as their primary mission
- Arts projects organized through a fiscal sponsor
- Government agencies
- Emerging arts organizations



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## Arts-in-Communities Project Grants

**Deadline:** March 19, 2009



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## Guideline Changes

Total possible evaluation points now 30

- Project Quality = 10 points
- Community Value = 10 points
- Program Goals & Objectives (retitled from Program Evaluation) = 5 points
- Application Quality = 5 points



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## Guideline Changes

***Narrative Two*** change:

Now requesting a description of how the project will contribute to the assets of the community and how that was determined.



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## Artist Fellowships

*Provides awards to individual artists living in Kansas in recognition of career achievement and potential. Awards are given in three categories.*

- **Master Fellowships:** \$5000 award, at least 10 years active / established career; formal training; peer recognition; at least 10 exhibits / 2 solo exhibits.
- **Mid-Career Fellowships:** \$750 award, at least 3 years active / established career; formal training; peer recognition; at least 5 exhibits / 1 solo exhibit.
- **Emerging Artist Awards:** \$250 award, beginning stage of an arts career: be currently enrolled or completed training in the last five years; won at least one school or professional level award recognizing artistic promise; at least one exhibitions.

**Application Format:** application cover form, bio, resume, artist statement, work samples, reference letters or other support materials.



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## Arts-in-Education Grants



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## Arts-in-Education Grants

*Provides funds up to: \$8000 in three categories.  
To support and expand integration of the arts and artists  
into educational settings.*

### **Arts-in-Education Grants for Arts Organizations**

Support for programs in which children 5 years and older experience the arts as an integral part of their development

#### **Who Can Apply:**

- Arts and cultural nonprofit organizations only



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## Arts-in-Education Grants

*Provides funds up to: \$8000 in three categories.  
To support and expand integration of the arts and artists  
into educational settings.*

### Arts-Based Early Education:

Support for programs that provide learning about and through  
the arts for children birth through 5 years old.

#### Who Can Apply:

- Arts and cultural nonprofit organizations
- Nonprofit early education programs
- Social service agencies
- Municipal and governmental agencies



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## Arts-in-Education Grants

*Provides funds up to: \$8000 in three categories.  
To support and expand integration of the arts and artists  
into educational settings.*

### Arts-in-Education Grants for Youth At Risk:

Arts utilized as therapeutic or educational intervention for children; birth  
through 18. Students must be incarcerated, institutionalized, in a  
therapeutic setting or housed or educated in a setting tailored  
to serve their needs.

#### Who Can Apply:

- Arts and cultural nonprofit organizations
- Social Service agencies
- Municipal and governmental agencies



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## Arts-in-Education Grants

**Deadline:** March 19, 2009



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### Guideline Changes

Total possible evaluation points now 30

- Project Quality = 15 points
- Application Quality = 5 points
- Community Value = 5 points
- Evaluation = 5 points



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### Guideline Changes

- Children with disabilities have been added to the Your At-Risk criteria and at least 50% of the children participating in Youth At-Risk programs must meet the At-Risk criteria
- In the final report, grantees submit an Arts-in-Education **Participant Form** describing each participant and what s/he learned or how the student changes during the program.



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### Guideline Changes

- Applicant are allowed **three pages** to complete *Narrative Two* instead of two pages and the margin size has been reduced.
- Required supplemental materials have been reduced.
- **Narrative Two** questions are more focused and have been simplified.



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## American Masterpiece

Projects that celebrate and present to the public masterpieces by American artists.

- Education and access focused

*Proposals are due April 2, 2009*



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## Partnership Agreement

Projects that enhance the administration programming capacities of Kansas organizations and artists.

*Proposals are due April 9, 2009*



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## Operational Support

**Funds are available to support general operating costs**

**Who Can Apply:**

- Arts and cultural organizations with a 3 year history of incorporation and programming



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## Operational Support

**Deadline:** March 10, 2009



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### Other Programs and Opportunities:

- Kansas Governor's Arts Awards
- Poet Laureate of Kansas
- Poetry Out Loud, an NEA program



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Visit our website for information on:

KAC programs  
Professional development opportunities  
Calendar of arts & cultural events  
Arts employment opportunities in Kansas  
Arts advocacy  
Other funding resources

<http://arts.ks.gov>



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